

Congressman Russ Carnahan's internship program offers college students and recent college graduates a unique opportunity to learn about the functions of the House of Representatives, as well as the Congressman's work in representing Missouri's 3rd Congressional District.

General intern responsibilities include:

- Answering telephones
- Data entry
- Responding to constituent requests
- Attending Congressional hearings (DC)
- Assisting with special projects, including legislative research
- Assisting with constituent casework (St. Louis)
- Other miscellaneous tasks, as required

In the busy atmosphere of a Congressional office, it is important that interns conduct themselves in a mature, professional manner; are well-organized and able to take initiative, follow instructions, perform well under pressure; and work well as part of a team.

Skills required:

- Effective and professional phone manner
- Computer experience
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly

An internship with Congressman Carnahan presents a variety of opportunities to participate in the daily operations of a Congressional office, either in Washington D.C or in St. Louis. Preference will be given to residents of St. Louis.

Internships are unpaid, however Congressman Carnahan supports students requesting credit

for their internship through their school or university. Applications are accepted throughout the year. Preference will be given to residents of Missouri, 3rd Congressional District. Please keep in mind summer is a popular time for internships, and there is a limit to the number of interns that may work in the office at any given time.

Internships usually follow the school semester cycle, but the exact dates are flexible. Application deadlines are one month prior to the start of the semester. For example, applications for summer internships are April 1st.

Winter/Spring Internships: January - May
Summer Internships: May - August
Fall Internships: August - December

To apply for an internship please e-mail resume and cover letter to carnahan.jobs@mail.house.gov.

Please state if you would like to work in our St. Louis office or our Washington, D.C. Office.